

Supervisor Responsibilities For UVM Purchasing Card

The signature of the cardholder's supervisor or supervisor's designee is required on the Purchasing Card Journal Report in addition to the cardholder's signature. Because of the volume of dollars and transactions that the purchasing card program processes, supervisor review and approval is a prudent and necessary business practice. Supervisor responsibilities are listed below.

A. Review purchasing card receipts and invoices to ensure that:

- x All transactions are appropriate University business and fall within University and federal guidelines. Any unusual purchases are supported by an explanation of the business purpose.
- x All transactions have been verified by the principal investigator(s) whose sponsored project(s) have been charged.
- x All transactions, especially those that are sponsored project related, have been allocated appropriately.
- x All original invoices or original, itemized receipts are attached.
- x Transactions are within guideline limits \$2,500 per transaction.
- x Transactions are in compliance with the IRS Accountable Plan Rules. Space for this documentation is provided on the PurCard Journal Report. This is true for all travel, business meals, and hospitality transactions.
- x Any additional documentation requirements have been completed.
- x No Vermont Sales Tax has been charged.

B. Verify that Reports are routed to Disbursement Center in a timely fashion. PurCard Journal Reports are due to Disbursement Center ten days before the end of the month. Ensure that the necessary documentation is completed and submitted for the last cycle of purchasing card activity when an employee (cardholder) is terminated.

H. Supervisors will ensure they do not approve their own expenses when charged to another employee's purchasing card.

I. Supervisors will delegate authority to review and approve the PurCard Journal Report only to qualified personnel, who are in a position to make a meaningful review and assessment of the transactions and where the expenses will be charged.

J. An employee cannot approve a Purchasing Card Journal for a member of the employee's family.

CONSEQUENCES

I understand that failure to properly fulfill my responsibilities of the purchasing card supervisor could result in the following:

- x Purchasing card benefits will be restricted
- x Purchasing card in supervisor's name will be put on hold
- x Requirement of chair, dean, or director in issue resolution
- x Requirement of chair, dean, or director to approve cardholders' Journal Reports
- x Consultation with Internal Audit Services

I confirm that I have read and understood these responsibilities and procedures.

Print Name: _____ Employed D: _____

Signature: _____ Department: _____

Date: _____ Campus Address: _____



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Supervisor Responsibilities For UVM Purchasing Card (cont'd)

I am responsible for the following cardholders:

- Card Holder Name: _____
- Card Holder Name: _____
- Card Holder Name: _____
- Card Holder Name: _____
- Card Holder Name: _____
- Card Holder Name: _____
- Card Holder Name: _____
- Card Holder Name: _____
- Card Holder Name: _____
- Card Holder Name: _____

(List above will be cross-referenced with the Cardholder acceptance forms)

I designate the following individual to sign off on card holder Journal/Reports on my behalf. I also recognize that assigning a designate does not relieve me from my PurCard supervisor responsibilities listed on page 1.

- Designate Name: _____
- Designate Emp ID: _____
- Department: _____
- Campus Address: _____

Designate Signature: _____
(Designate subject to same responsibilities and consequences as Supervisor)